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JAN 29 1985

NOTES 85-0244

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85-0350

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director
Deputy Director for AdministrationFROM: Robert W. Magee
Director of PersonnelSUBJECT: Senior Intelligence Service Positions --
Directorate of Administration25X1 1. Action Requested: Your approval to upgrade three positions in the Directorate of Administration from the SIS-1/2 to the SIS-03 level. ☐25X1 2. Background: In response to requests from the Office of Communications and the Office of Logistics, the Position Management and Compensation Division (PMCD), Office of Personnel, conducted position classification reviews of the positions of Chief, Administrative Management Division, Office of Communications; Chief, Communications Security Division, Office of Communications; and Chief, Headquarters Operations, Maintenance and Engineering Division, Office of Logistics. Based upon the reviews, PMCD determined that these positions warrant upgrading from the SIS-1/2 to the SIS-03 level. The attachment to this memorandum provides the rationale for these determinations. ☐25X1 3. Recommendation: It is recommended that you approve the following actions:25X1 a. Upgrade the position of Chief, Administrative Management Division, Office of Communications, from SIS-1/2 to SIS-03. ☐

Approved ()

Disapproved ()

25X1 b. Upgrade the position of Chief, Communications Security Division, Office of Communications from SIS-1/2 to SIS-03. ☐

Approved ()

Disapproved ()

c. Upgrade the position of Chief, Headquarters Operations, Maintenance and Engineering Division, Office of Logistics, from SIS-1/2 to SIS-03. (U)

Approved ()

Disapproved ()

Robert W. Magee

Robert W. Magee

Attachment

25X1 THIS MEMORANDUM BECOMES
UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT

SECRET

SUBJECT: Senior Intelligence Service Positions --
Directorate of Administration

CONCUR:

25X1

30 JAN 1985

Deputy Director for Administration

Date

Executive Director

Date

APPROVED:

25X1

Deputy

Intelligence

1 FEB 1985

Date

25X1

OP/PMCD/DA Branch (25 Jan 85)

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